

REQUEST FOR QUOTATION (RFQ) RFQ_PRINT_03-A

Procurement of Printing Services

Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling,
Animation, and Outdoor Learning

Utalaya Foundation invites qualified companies and/or individual service providers to submit a quotation for the printing of the “*Uta në Sharr*” illustrated childrens’ book. The assignment shall be carried out in accordance with the Terms of Reference (ToR) – Printing Services, attached to this RFQ.

Scope of Assignment

The selected service provider will deliver printed copies of the “Uta ne Sharr” illustrated childrens’ book as defined in the attached ToR, including verification of print-ready files, full-color printing of the book, use of environmentally responsible and child-safe materials, and packing and delivery of printed books. The book will be used for educational activities and awareness campaigns.

Submission Instructions

Interested bidders are invited to submit their offer by email no later than: April 29, 2026, at 23:59 hrs, at the following address: utalayafoundation@gmail.com with the heading: “Utalaya_ToR_PRINT_03-A”. Late submissions will not be considered.

Required Documents

The offer must include:

- Technical proposal (Business Registration Certificate, Portfolio),
- Financial proposal (detailed cost breakdown, in EUR)

Evaluation Criteria

Offers will be evaluated based on:

- Compliance with RFQ requirements,
- Technical quality and relevant experience,
- Financial offer and value for money.

Financial Conditions

All prices must include applicable taxes excluding VAT (project is VAT exempt where applicable). Payment will be made via bank transfer upon satisfactory delivery of services and submission of a regular invoice, as defined in the contract.

For further information, please contact:

Utalaya Foundation - utalayafoundation@gmail.com